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AM-232-1

m ***Permanent Positions and Employees***

SCOPE

A permanent position is a group of duties and responsibilities which requires the full-time or part-time employment of 1 person for a period in excess of 90 calendar days.

PERMANENT EMPLOYEE

PERMANENT FULL -TIME EMPLOYEE

A permanent full-time employee is a person who is appointed from an employment list to a permanent position, and works a full work week on a continuing basis.

PERMANENT PART-TIME EMPLOYEE

A permanent part-time employee is a person who is appointed from an employment list to a permanent position, and works less than a full work week on a continuing basis.

WORK WEEK DEFINED

The normal full-time work week consists of 5 consecutive work shifts in a 7 day period. (The normal full-time work shift consists of 8 consecutive hours in a 24 hour period.) However, in operations where work is normally scheduled on Saturday and/or Sunday, the normal full-time work week consists of 10 work shifts in a 14 day period.

FILLING A PERMANENT POSITION

See AM-232-1-1 for details on filling a permanent position.